

# TENTATIVE TRACT APPLICATION PROCESS

## COUNTY OF SAN BERNARDINO



County Government Center  
385 North Arrowhead Avenue  
San Bernardino, CA 92415

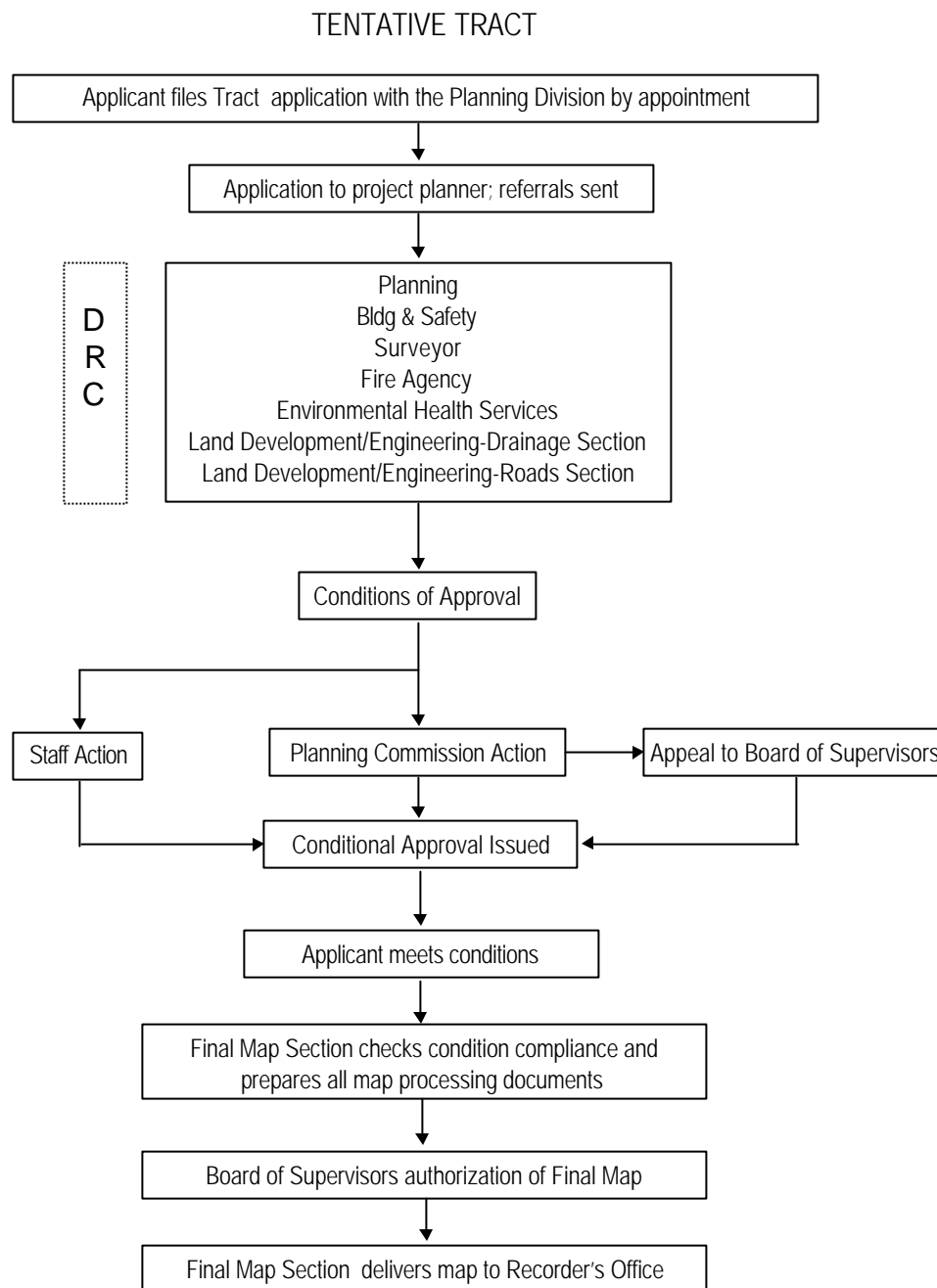
Area Code (909)

Planning Division.....387-4131  
Public Service Counter Information...387-8311  
Building & Safety Division .....387-4244  
Environmental Health Services  
Land Use Division.....387-4666  
Fire Department.....386-8400  
Public Works Department  
Land Development/Engineering  
Roads Section .....387-8218  
Drainage Section .....387-8218  
Surveyor Division  
Final Map Section .....387-8148

North Desert Office  
15505 Civic Drive  
Victorville, CA 92392

Area Code (760)

Building & Safety Division .....241-7691  
Land/Development Engineering .....243-8183  
Planning Division.....243-8245



### ***WHEN IS A TENTATIVE TRACT APPLICATION USED?***

A Tentative Tract application is used, with certain exceptions, for subdivisions of land creating 5 parcels or more, 5 or more condo-minimums, a community apartment project of 5 or more parcels, and for the conversion of a multi-dwelling unit of 5 or more units to a stock cooperative.

### ***HOW DOES THE PROCESS BEGIN?***

Tract applications are filed with the Planning Division by appointment only. After the application is determined to be complete, the project is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is also distributed to various other County departments for review and comment. Surrounding property owners are notified of the project. All tentative tract applications are reviewed by the Development Review Committee (DRC).

### ***WHAT IS THE DRC?***

The DRC (Development Review Committee) is a committee of various County staff who are responsible for the review of the technical design features of projects that are being processed by the County. The review of projects by DRC members results in conditions of approval. Applicants and their representatives attend a meeting of the DRC to discuss the technical design of the project. Generally, the meeting resolves any issues between staff and the applicant and a conditional approval is granted. Occasionally, the project is controversial or there is unresolved disagreement with the conditions of approval. In this case, the DRC will refer the project to the County Planning Commission for resolution.

### ***WHAT IS A CONDITIONAL APPROVAL?***

After the applicant and County personnel have met and reviewed the project together, all requirements

for completing the project are given to the applicant in a set of Conditions of Approval. Conditional Approval is based on the project meeting all County development standards and regulations. All conditions, such as road improvements, fee payments, etc., must be met before the Tract map receives Final Approval and can be recorded.

### ***WHO ISSUES CONDITIONAL AND FINAL APPROVALS?***

In many cases, the project planner may issue Conditional Approval. This is a Staff Action. In other cases, a project may require a hearing before the Planning Commission before Conditional Approval can be granted. In a few cases, a Tract may require Board of Supervisors Action for Conditional Approval. In all cases, the Board of Supervisors must authorize recordation of the map, or Final Approval.

### ***WHAT CAN I DO TO SIMPLIFY THE REVIEW PROCESS?***

You can simplify the Tentative Tract application review process by carefully *reading* and completing the application package, discussing the project with County staff as questions arise, and responding *promptly* to all requirements.

### ***HOW LONG DOES THE REVIEW PROCESS TAKE?***

Most Tract applications take from 50 days - 6 months to process.

### ***WHAT MUST BE DONE TO RECORD THE FINAL MAP?***

All Conditions of Approval must be completed and any other required checking fees must be paid before the Surveyor's Office clears the Final Map for presentation to the Board of Supervisors and delivery to the Recorder's Office.

### ***WHO CAN I GO TO FOR HELP?***

For general information and assistance, contact the planner at the Public Information Counter located on the first floor of the County Government Center in San Bernardino or at the Planning Division Office in Victorville.

For an appointment to file the application, contact the Planning Division Land Use Technician located on the first floor of the County Government Center at (909) 387-4131.

For project-specific questions after the application has been accepted, contact the planner assigned to the project.

### ***WHAT ARE THE COSTS OF THE TENTATIVE TRACT APPLICATION?***

Tracts are Actual Cost projects. Actual cost is based on total time spent by County staff to process the application and the hourly charge rate specified in the current fee ordinance. An initial deposit is required at the time of filing. This deposit is based on the average cost that similar applications have cost. If the project requires additional time to process, additional deposit(s) will be required. Applicants should check with other County departments for additional review fees which may be required. Possible additional fees are described in the Tract Application.

April 2000